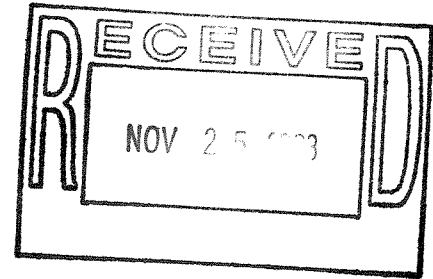




cc: BOS

November 21, 2003



Acton Board of Assessors
Town Hall
472 Main St.
Acton, Ma 01720

Re: NOTIFICATION OF PRELIMINARY CERTIFICATION

Dear Board Members:

The Bureau of Local Assessment has completed its preliminary review of your revaluation program and proposed assessments for all classes of property for fiscal year 2004. The Bureau's statistical analysis of arms-length residential sales indicates compliance with the Commissioner's standards for certification. In addition, the Bureau's review of a representative sample of parcels and of personal property accounts indicates a consistent application of the valuation methodologies employed for these classes of property throughout the community.

With the successful completion of this preliminary review, you are now authorized by the Bureau to proceed with the appropriate public disclosure process necessary to receive final certification for these property classes. The procedures required to complete this phase are outlined in the Bureau's Guidelines For the Development of A Minimum Reassessment Program (1/2003).

When the Board of Assessors has reviewed all assessment changes resulting from public disclosure, please submit to this office a copy of the public disclosure notice and the "Assessment Adjustment List", Form LA-10, which identifies each property with an assessment change in excess of ten percent of the proposed valuation in effect during our preliminary review. Also, when all assessments are finalized, you must complete the classification of all property and submit the total assessed valuation of each major class on Form LA-4, "Assessment/ Classification Report" to the Bureau of Local Assessment. Receipt of the completed forms LA-4 and LA-10 will enable the Bureau to review and issue its final certification.

Your cooperation is appreciated.

Sincerely,

Marilyn H. Browne

Marilyn H. Browne, Chief
Bureau of Local Assessment

CC: Board of Selectmen